

## **SAMPLE LETTER**

### **(Certification Request- Section 1122, California 1122 Program)**

**[This request must be submitted using your Agency's Letterhead]**

**Address request to:**

California Emergency Management Agency  
1122 Program  
3650 Schriever Ave  
Mather, CA 95655

RE: Certification Request for (include either Counter Drug, Homeland Security or Emergency Response)

To: California 1122 Program State-Point-of-Contact

**Instructions:** Your request for program certification must include identification of the discipline for which you are requesting certification: Counter Drug (CD), Homeland Security (HS), or Emergency Response (ER). Each participating agency must select one activity per certification letter, but may certify in all three with separate letters. Your letter requesting certification must include all of the following information:

- 1) Agency name, NCIC number (if applicable), street address, zip code, business telephone number, fax number, and email address.
- 2) Description of the problem within your jurisdiction and the strategy to be undertaken to confront the problem (this information provides the justification/certification to the Department of Defense that the equipment you acquire under this program will be used in the activity you have selected, CD, HS, or ER). Include information on the extent that your agency participates, contributes, or supports any type of task force(s) related to whichever discipline your agency is certifying in. Also state **how** the 1122 Program can help you resolve your problem(s).
- 3) Identity of the person(s), by name and position, who will be authorized to requisition/sign for equipment and/or supplies on behalf of your agency, and who will be able to authorize the California Emergency Management Agency (Cal EMA) staff to process payment to vendors. Include their business phone number, fax number, and email address. The purpose of designating agency points of contact is to help in disseminating program information and to provide an agency level review for compliance with your internal purchasing policies. Each activity you certify in can have either the same or different points of contact.

**Terms and Conditions:** Your certification request must include the following terms and conditions, along with the signature of the requesting agency's executive officer thereby constituting an agreement to comply with the below items.

- 1) Agreement to provide advance transfer of funds to cover each purchase request before any requisition for equipment and supplies are forwarded to a vendor by the 1122 Program staff.
- 2) Understanding that all designated Points of Contact must be paid employees of the applying agency.
- 3) Agreement that the 1122 Program staff will place all orders with the authorized Federal Agency or GSA Contractor.
- 4) Agreement that upon receipt of the requested supplies and/or equipment, the agency representative will send a stock received report within three working days to Cal EMA Accounting.
- 5) Agreement that if the agency receives supplies or equipment that is not in conformance with item specifications, they will immediately notify the 1122 Program staff for resolution.
- 6) Understanding that the 1122 Program staff does not endorse or recommend any specific vendor and/or product. Product warranty issues will be dealt with directly between the agency and the vendor/manufacturer.
- 7) Agreement that the undersigned agency representative, who has authority to do so, holds the Federal Government, the State of California, and California Emergency Management Agency harmless in the event of any law suit or claim arising as a result of the acquisition, use, or disposal of supplies and equipment procured under this program.
- 8) Assurance that once your agency has been certified to be an active participant in the 1122 Program, you will comply with the 1122 Program Guidance Manual.
- 9) (Homeland Security Only) Agreement that if the item is purchased for Homeland Security then it must be in the Homeland Security Authorized Equipment List (AEL) which is located in the FEMA Responder Knowledge Base at:  
<https://www.rkb.mipt.org/mel.cfm?subtypeid=549>.

Sincerely,

Signature – Agency Executive Officer